



REPORTING REQUIREMENTS For Grants Awarded to Organizations

Revised November 2002

This document (with applicable product requirements) was included in your award package.

The Reporting Requirements applicable to your grant are described below. Please follow these instructions carefully. The ***General Terms & Conditions (General Terms)*** and **all your report forms and instructions are on our Web site at <http://www.arts.gov/manageaward/index.html>.**

As noted in the *General Terms*, grant activities should be consistent with those approved for funding by the Endowment. If changes in the project are believed necessary, you must send a written request with justification to the Grants & Contracts Office **before** implementation. The reports identified below should not be used to convey and/or request approval for any changes.

SPECIAL NOTE: Acknowledgment of Endowment Support. As indicated in the *General Terms*, grantees must acknowledge, in a prominent manner, the Endowment's support in all materials and announcements, both audio and visual, regarding this grant (e.g., "This project is supported in part by a grant from the National Endowment for the Arts."). Grantees must also display, in a prominent manner, the National Endowment for the Arts' logo in association with the acknowledgment. The Endowment's logo can be found on our Web site at the address above.

GEOGRAPHIC REPORT

The National Endowment for the Arts is required to report on the geographic locations of grant activities. To ensure the accuracy of this information, grantees are required to return the completed "Geographic Location of Project Activity" form within 30 days of receipt of your award notification, or with the first payment request, **whichever comes first**. Follow the directions provided on the form.

PROGRESS REPORT

Generally, only one progress report will be required during the grant period. It is submitted as part of the Request for Advance or Reimbursement, Section 10. The Progress Report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant award amount.

The Progress Report must include: 1) a description of all activities supported by the grant that have been undertaken since the grant period start date, and 2) a list of grant-supported activities now scheduled for the remainder of the grant period. Your response should generally be limited to the space provided on the form.

For more information on Progress Reports, review the *General Terms*, or the "Instructions for Requesting Payment" available on our Web site at the address above.

FINAL REPORTING REQUIREMENTS

All grantees are required to submit acceptable Final Report packages to the Grants & Contracts Office not later than 90 days after the grant end date. **Grantees will be ineligible for any Endowment grants if they fail to submit required and acceptable Final Report packages for previously awarded grants.** Detailed instructions and all forms can be found on our Web site at the address

above. The Final Report package must include:

1. The completed Financial Status Report (FSR).
2. Three copies of a Final Descriptive Report (FDR). The FDR has three parts that ask you to provide a narrative describing the project and information about specific activities and participants. Follow the directions provided on the form.
3. Work Product Requirement. If a work product is required for this grant, the Final Report Package must include one or more copies of that item, as indicated below. Any work products submitted must be labeled with the grantee's name and grant number.

IF NO ITEM IS IDENTIFIED, NO PRODUCT IS REQUIRED FOR YOUR GRANT.

___ Audiotape(s)	___ Book(s)	___ Catalog(s)	___ CD(s)
___ Manuscript(s)	___ Photograph(s)	___ Publication(s)	___ Score(s)
___ Slides	___ Video(s)	___ Other:	_____

Special Instructions:

The Endowment reserves the right to request subsequent information or work product(s) if necessary. As a reminder, all federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for federal purposes (e.g., the use of final report work products to document the results of our grant programs), including publication on a federal Web site. For more information see the *General Terms*.

Do not submit Final Report materials as part of any upcoming application package. All Final Report materials should be sent in a single package to:

Grants & Contracts Office
Final Report Section, Room 618
National Endowment for the Arts, Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001
FAX (202) 682-5610 or 5609 or 5027

You may FAX the FDR and FSR. If you FAX your material, DO NOT SEND A HARD COPY.

NOTE: The delivery of first-class mail to NEA has been delayed since October 2001. Delays are expected to continue for the foreseeable future. Please consider using alternative delivery services, particularly if you are sending time-sensitive materials. In addition, some or all of the first-class and Priority mail we receive may be put through an irradiation process to protect against biological contamination. Please be advised that products (e.g., CDs, videos, slides) put through this process are suffering irreversible damage. If you are sending these kinds of materials, we encourage you to consider using alternative delivery services.

REPORTING BURDEN:

The public reporting burden for this collection of information is estimated to average eight hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget, Room 628; National Endowment for the Arts; Nancy Hanks Center; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001. NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.